1

G. R. S. IX-5]

Previous references.

E.A.G. 332-25-1-3.

1920.

(E.A.G.)

File No. 426.

Serial Nos.

Later references.

preserve

GENERAL AND REVENUE SECRETARIAT.

R. 29 (E)

Serial Nos. 1-3.

Part B for July 1920.

SUBJECT.

Second Audit of the office of the Railway Secretary and Agent Mysore Railways.

1) No. A. d 3.10.19 to the Railway Secretary intimating that Mr N.G. Krishnaiyar has been deputed to examine the registers of his office

3) No. Rs. 37 d 3.7.1920 from the Railway Secretary forwards his remarks on the suggestions contained in the audit note

W D 1250—GPB—80,000—28-1-19

H Lenaswamy
15.7.19

2

GENERAL AND REVENUE SECRETARIAT.

(87)

NOTES.

File No. 126

FILE HEADING.

Second audit of the office of the Railway Secretary and agent Mysore Rys.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

No. A 3. 10. 19 to the Rly Secy & agent intimating that Mr. Nelson Monteyan Auditor has been deputed to examine the system

NOTES—First Sheet.

GPB—20,000—3-8-14

G. R. S. III-2]

General and Revenue Secretariat.

E Ag File No. 426 of 191 .

Serial No.

record of this office.

A d/f'd. to the Ry Secy for warning the audit note to Ry Secy with certain suggestions putting as personally instructed. Inter-ref.

Done draft
11-2-20

GEN. SECRETARIAT
REV. SECTION
E. AUDIT.
12 FEB 1920
D 899

2 To D.G. Dam Esq, Secy to Govt for Rys.
D.O. 1473 E Ag d 11. 2. 1920
Forwards the audit note with certain suggestions & requests that the action taken thereon may be reported in due course.
Subd for personal
12-2-20.

5261-336
13.2.20

1st member

Sir -
I shall be glad to see the Ry Secy's reply when recd. If not recd within a month, a reminder may issue.
14.2.20
14-2-20

3. To the Ry Secretary for Railways.
R.S. 37 d 3. 7. 1920.
Forwards his remarks on the suggestions contained in the audit note & states that the suggestion that subordinate officers holding their offices in the same building in wh the Secy's office is located mus-

NOTE—Contn. sheet.

D 31 4

G. R. S. III-2]

General and Revenue Secretariat.

E Ag File No. 426 of 191

Serial No.

obtain the Secy's orders by sending up their office files themselves, instead of their sending up a formal communication.

Subd for perusal

JMK
8/7/20.

1 87 members
Dewan

Sec 7/10 8/7/20.

13.7.20

DEWAN'S OFFICE.
Recd. on JUL 12 1920
Reg. No. 297

215/9/7

13/7/20

NOTE—Contn. sheet.

5

Ra A

Government of H.H. the Maharaja,

CHIEF SECRETARIAT,

Efficiency Audit Branch,

Camp-Mysore, 3rd October 1919.

From

C.S.Balasundaram Iyer, Esquire, B.A.,

Chief Secretary to Government, Bangalore.

To

The Secretary to Government for Railways,

M Y S O R E.

SIR,

I am directed to inform you that Mr. N.G.Krishnaiengar of the Efficiency Audit Staff is deputed to audit the work of your Office as well as the Agent's office. I am to request that he may be given the required facilities for the purpose.

I have the honor to be,

S I R,

Your most obedient servant,

For Chief Secretary to Go[illegible]

General and Revenue Secretariat,

Bangalore, 11th February 1920.

No. 1473/8AG.
Encl.

Dear Sir,

I forward herewith a copy of the Audit Note on the examination of the registers and records of your office, I have during my visit to Mysore in December last had the opportunity to go through the notes with you and discuss the details. The main items requiring immediate attention are summed up in the concluding paragraph of the note. I request that the action taken may be kindly communicated in due course.

In this connection, I would draw your attention also to the necessity for a clearer differentiation of your functions as Secretary and as Agent, so that all matters pertaining to the routine of the Railway administration may be got through in the Agency Branch, while only such matters as pertain to principles and policy and require orders of Government may be dealt with in the Secretariat Branch.

Further, to ensure prompt disposal and avoid delay and unnecessary clerical labour, the subordinate officers whose offices are situate in the same building as yours may, with advantage, be required to send up their office files themselves to you for orders with an office note instead of addressing you in a formal communication.

In selecting cases requiring treatment in the Secretariat branch, a reasonable rule of guidance would appear to be to limit them ~~only~~ such as would to cases ~~which~~, in a Company-worked railway, ~~would~~ require reference to the Home Board.

Yours sincerely,

(Sd.)

Efficiency ~~Audit~~ Officer. 11-2-20

D.G.Dani, Esquire, B.Sc.,F.C.H.,
Secretary to Govt. for Railways.

Note on the examination of the registers and records of the office of the Secretary to Government and Agent Mysore Railways.

PRELIMINARY.

The work of the office was last audited in November 1918 by one of the auditors of the Efficiency Audit staff. The extent to which action has been taken in respect of the several suggestions made then are adverted to in their appropriate places in the following note.

II ORGANISATION & DISCIPLINE.

2. The Secretary and Agent is assisted in his office work by three branch officers including the Registrar among whom there is a specific apportionment of work. The combined office of Secretariat and Agency is divided into 4 branches, two of which are placed under the Registrar and one each under the Engineering Assistant and the Traffic Assistant and the whole clerical establishment of both the offices is distributed for work among these branches The clerical staff of the Secretariat consists of 8 hands and on the Agency staff there are 20 officials including 2 Draftsmen and one tracer in the Drawing Section. A ~~copy of the~~ work

distribution list is also ~~opened~~ maintained.

3. An attendance register is maintained and it is checked by the Registrar daily. Typist A.L.Manavelu Mudaliar is not signing the register. He is stated to be on duty with the Agent.

CHARACTER ROLLS. 4 Printed books have been obtained from the Press and names and other particulars against columns 1 to 6 which may be furnished by the office have been filled up for each official. Entries against the other columns are to be made by the Head of the office. This has not yet been done though attention was drawn to the omission at the last audit.

5. The Case workers of the Agency Branch and the Secretariat Record-keeper maintain diaries. These are examined daily by the Registrar. Each Typist also sends to the Registrar at the close of the day a statement of work done and the arrears left on hand. The fair copy comparer notes this and the statistics of his work as well in a sheet of paper. The Typists and the comparer may be provided with an octavo note book for noting their daily work and the Head Clerk of the Secretariat may also be required to maintain a diary. At the last audit three alternative forms were suggested for the diary of Case-workers. One of these may be adopted

early since the present form does not give any idea of the work received each day and what is left over at the close of the day. Now the details of papers pending have to be ascertained separately from each Case-workers and there is no possible means of verifying this balance. The weekly certificate of arrears is not attached to the ~~diary~~ diary. This omission may also be supplied. It ~~This~~ is suggested that a list of items of work allotted to each clerk may be advantageously appended to his diary.

III. OFFICE PROCEDURE & ROUTINE.

6. The day's tappal is opened by the Registrar and ~~papers~~ the receipts are serially numbered by a numbering machine and referred to the several branches. Important papers which are to be seen by the Secretary and Agent are sent to him after being numbered A note of the first and last numbers is made by the Registrar in a note book for his own future reference. The amad Register which was deemed unnecessary at the last audit has been discontinued. After registering ~~of~~ the receipts in the respective "Receive" registers of the Agency and Secretariat, they are sent to the Records Section where the references are put up and thence transmitted to the concerned branches. The prescribed time limit of 5 days is generally observed and the quick disposal of papers is watched.

by Registrar who makes enquirires about pending papers at the close of the day as seen from the diary and especially with regard to those over 5 days old. He also occasionally exercises a counter check by taking stock of papers with reference to his own note book. The Secretariat Record-keeper maintains the register of urgent and important cases. The last entry was dated 15th August 1919. There were 5 cases still pending. The entries against some of these were not complete and up to date. Against case No.2(Constructing Bangalore-Hosur Railway) the last entry ended with date 26th May 1919 and with the incomplete note "Revised terms discussed in the Officers' meeting and the matter. The meeting referred to was of the 28th June 1919. An examination of the file showed that the file which was sent to Dewan on 12th June 1919 was returned for resubmission within 3 weeks. The Railway Committee meeting was held on 22nd July 1919. With the views of the Committee the file was sent to Financial Secretary on 26th August 1919 ie after a period of one month and was received back from him only on the 10th September 1919. The office submitted it for orders on 16th September 1919. The Assistant Mr.Rangachar sent it up with a note on 26th September 1919 which was returned by the Agent for a draft on 3rd

October 1919. The Assistant who has seen the file and initialled therein under date 7th October 1919 had it on his table on the date of audit.. The above stages however are not noted in the register. The register which is mainly intended to guard against delays has not served the purpose. The Record keeper explained the omission as due to the files not passing through him in all cases. This important work may well be entrusted to the Head Clerk (Secretariat).

Registration of correspondence.

7. The Secretariat and the Agency continue to have each its own set of "Diary" and "Issue" registers. The present practice of handing over receipts after diarising to the record keeper entails some delay in reaching the branches. A better course seems to be to send them direct to branches where the concerned clerks may obtain the requisite files from the Record keeper on a requisition slip and attend to their disposal. The Secretariat Diarist maintains the diary which is similar in form to the General and Revenue Secretariat Diary, the Issue register, the Petition and D.O. registers and the Un-official register. The number of communications entered in each register from the beginning of 1919-20

-o-

upto 17th October 19 and between 1st O 1918 and 30th June 1919 ~~are as~~ is noted below:-

~~Receipts~~	Up to 17th October 19	From 1st Oct 18 to 30 June 1919.
Receipts	589	2224
Issues	735	2458
Petitions.	15	33
D.C.Communications	39	250.
Unofficial references	84	129

8. The marking of stages in the diary was not complete in many cases. If this was regularly done there would be no need for a separate Dewan's register. Greater discrimination seems necessary in bringing papers on the diary e.g. application for 2 more days' Casual leave from clerk Rangaswami (No.3190 dated 25th June 1919) should have been excluded. A telegram was first registered in the diary and a subsequent communication confirming the telegram has been registered under a separate number. This only goes to swell the diary number. The Sub register which is also maintained by this clerk was not written up in chronological order evidently showing that sub cases were not brought on the sub register immediately. Reminders were regularly issued. The number of sub cases as entered in the monthly inspection report of the Secretariat for September 19 agreed with the suspend register.

9. The diary of the agency branch is more or less similar in form to the ordinary "From" Register with additional columns to note the "To" reference. The cross references were not regularly marked. Upto 17th October 1919 there were 4585 receipts and 4710 issues working to a daily average of 60 of each. The bulk of the communications was with the Traffic Manager and the Superintending Engineer who have their offices in the same building. How best this volume of correspondence may be minimised taking advantage of the proximity of the two offices is worth consideration. In addition to the "To" register there is a number book All issues are despatched by the despatcher giving a serial number from the number book. After despatch they are transmitted to the diarist who maintains the "To" register. They are leisurely registered in that register. Of course the numbers in the "number" book and "To" register are identical. The "To" registering had come upto 4500 of date 14th October 1919 while the despatching was in advance by 200; this work was always in arrears. By a proper reallocation of registering work the number book may be done away with, the issues going to the "To" register once for all and thus duplication of work avoided. The necessity for a separate set of Petition register, D.O. and Unofficial register

in the Agency's branch requires investigation. There were 146 D.O and 37 Unofficial communications upto 17th October 1919. The petition register contained 15 enteries from 1st July 1919 and there were 86 petitions registered upto end of June 1919. Endorsed petitions were also brought on the petition register along with other petitions, all of which went into the diary first. This is unnecessary duplication of work evidently losing the advantage of a special register. A reminder register similar to the suspend register is maintained for the suspend cases of the Agency branch. There are no entries beyond 29th September 1919 and the register is evidently not kept upto date.

Business arrears. 10 A monthly arrear list is prepared only so far as the Secretariat papers are concerned and because ~~this~~ one has to accompany the monthly inspection report due in the Efficiency Audit Branch of the Chief Secretariat. A similar list is not prepared for the Agency branch, in spite of the fact that special stress was laid on this at the last audit. Except from the individual clerks, there is no means of knowing the outstandings. The number of papers in arrears was 37 mostly of recent date. The rules in this respect may be strictly complied with both as regards the office and the office immediately subordinate

11 As head of the Railway Administration a half yearly statement of business statistics was due from the Agent but under the impression that the monthly inspection report of the Secretariat overlapped this statement, the submission of the return was ordered to be discontinued Vide G.O.No. dated . But since it is seen that it is otherwise and the Secretariat inspection report is confined to the Secretariat proper, the half yearly business statement has to be revised.

Reports and returns 12 A calendar of reports and returns has been prepared and printed. This also requires revision in the light of certain recent changes. In verifying the last inspection report of the Secretariat, it was found that the number of returns overdue was 5 instead of 4. The confidential report regarding officials drawing Rs70 and above which was due but had not yet been submitted was wrongly included in the number disposed of.

IV RECORDS.

13. The Secretariat and Agency records are kept quite distinct as heretofore.

Secretariat records 14 The record register showed that there were 329 general files including those pertaining to construction and old open lines. The Establishment files numbered 108 and the number pertaining to new open lines i.e. lines worked by the

State was 125. Correspondence relating to lines recently resumed is included in the new open line files while that pertaining to establishment on these lines is continued under the old establishment files. The census of old Secretariat files has not yet been taken up though in pursuance of the suggestion at the last audit it was promised to be attended to. This important work cannot be put off longer. Indexing work is quite up to date but the files have yet to be provided with pherists or list of contents. A transit register one for papers given to each of the branches I and II and a combined one for branches III and IV is maintained by the Record-keeper. For files sent out of the office requisition slips are kept in their places. The maintenance of a record issue register would facilitate the calling back of the records after a reasonable time. Thus avoids the trouble of overhauling the collections to get at the requisition slips. The sorting and destruction of old records have not received attention. A bundle of weeded out papers of the nature detailed in the accompanying list are lying on the floor near the Head clerk's table and is awaiting orders for destruction. In one of the almirahs there were similar papers such as reminders ad-interim replies etc

picked out of the current records bundled up in three file boards. These could have been destroyed then and there. It may be done even now immediately. The task of destroying time expired papers and framing record rules for the Secretariat has been specially allotted to the Head Clerk Mr. Lakshmana Rao. It was perhaps with a view to expedite this business that in the distribution of work he was allotted only the work connected with the Railway Committee and the Railway Officers' meeting. This important work of sorting and destruction of old records cannot be futher delayed as space has to be found for newly formed files and confusion which stands in the way of efficient business avoided. It seems therefore necessary that the Head Clerk and the Record-Keeper (Mr.Panchapakesa Iyer) who are acquainted with the records may be solely put on this work and their current work entrusted to some others working under their supervision. By this arrangement, they ought to be able to finish the work in a couple of months.

Agency records. The number of general files was 447 and there were 209 establishment files. The old establishment files are being examined with a view to reforming them and renumbering. 71 files have been so renumbered till now. Indexing work is in arrears. This is an item of business which cannot admit of being

allowed to fall into arrears. It ought to keep pace with the formation of files The work may be brought up to date. Besides the above files, there are 117 open line files as detailed in the margin which are not continued now. These are treated as closed and kept for reference These files are lying scattered in heaps on the ground near the Record Keeper's table, while printed books pertaining to survey and construction details of railway lines including those proposed are secured in almirahs. These latter may well be put into boxes and the space thus released utilised for keeping the files lying on the floor. As suggested above, if the record staff be relieved of the work of receiving all "receipts", putting up references and distributing them to concerned clerks taking acknowledgments in the transit register, they may be better employed on the sorting and destruction of old records and re-forming and indexing the retained files. This arrangement may be given effect to at once and the legitimate work of the staff pursued vigorously and completed early. There were 7 papers pending with the record staff for putting up references:-

(1) No.4489 dated 16th October 1919

(2) No.4461 dated 15th October 1919

(3) No.4368 dated 14th October 1919

* 53 - Bowringpet - Kolar Railway.
10 Kolar - Chickballapur Ry
7 Mysore - Arsikere Ry.
30 Bang. - Chickballapur Light Ry.
17 Jam Kure - Narasimarajapura Tramway
117

(4) No.4468 dated 16th October 1919

(5) No.4060 dated 3rd October 1919 (once submitted on 13th October 1919 and received back for putting up further references.

(6) No.4527 dated 16th October 1919.

(7) No.4129 dated 7th October 1919 (received on the records on 15th October 19).

REGISTERS.

16 A stock list of registers has not yet been opened ~~opened~~ and written up.

17 A register of applications for appointments is maintained in proper form and 9 applications have been registered from 1st July 1919.

18. Register of agreements. Maintained. There are 5 entries, the last being that of Mr.Bury's (dated 5th April 1919) renewal of agreement for futher service of 3 years.

Office order book. 19. This bokk contained till February last note of leave and appointments and also memoes regulating office business. At the last audit a separate book was suggested for the latter class of office memoranda and in accordance therewith one has since been maintained separately and the office order book confined to leave appointment etc.

20 A separate leave memo book is also kept and all orders pertaining to opening and closing of the office on account of partial or close holidays or other causes are noted therein.

VI MISCELLANEOUS.

Library. 21. An attempt has been made to list the library books of the Agency branch. They are listed under the following 8 heads

(a) Railway Law, Accounts and rules.

(b) General Railway Management.

(c) Engineering.

(d) Traffic.

(e) Loco, Carriage and Waggons.

(f) Accounts and Statistics.

(g) Administration and other reports.

(k) Miscellaneous.

22 The list has been typed for transmission to Press for print. If is now under scrutiny by the Assistant Mr. Rangachar. The classification of books under the several heads seems to require careful revision before the list is sent for print. Under "Administration and other reports" the Mysore Muzrai Manual had been included.

This could not be the proper place for it. It may go under "Miscellaneous" Two copies of Revenue Manual and some other books were lying in a record rack in the Mutchi's room. These have to be secured in an almirah along with other library books.

23 A register of books lent is opened.

Books given on 3rd May 1919, 22nd July 1919 and 20th August 1919 are still outstanding. Acknowledgment of Mr.Rajagopala Iyer xxxx for the book taken by him on the last date has not been obtained in the register. For Survey and other plans, a list is maintained in a bound book. There are altogether 337 plans as noted in the register. Most of these plans have been sent to the Superintending Engineer, Construction Division ~~and the fact~~ noted and the fact noted against the serial number in the register.

24 The preliminary survey plans and field ~~field~~ books are all kept in the office still since the Agent is head of the Survey Operations.

25. The list of ~~xxx~~ plans may advantageously be provided with ~~xxx~~ an index to quickly lay hands on the required plan.

Office Manual 26 The revision of the ~~xxxxxx~~ Secretariat manual the necessity of which was pointed out at the last audit has not yet been undertaken. In office order No.697 dated 20th January 1919 the Head clerk was entrusted with this work and made specially responsible therefor but nothing has been done though over 8 months have elapsed. The work which is important and after all may not take much time may be arranged to be completed without further delay. It is hoped the draft of the revised manual will be submitted not later

two months.

27 The preparation of an office manual for the agency branch was also urged at the last audit. There has been no further action taken in the matter. This work also cannot admit of delay. It may be entrusted to the Registrar who with his vast experience might be able to give the draft manual in the course of three months.

Inspections. 28 The annual inspection prescribed by the rules has not been done last year. No inspection minute book has yet been maintained though attention was drawn to the omission at the last audit. The rules in this respect may be complied with without delay.

VII C O N C L U S I O N.

29. The main items of business requiring immediate attention are:-

(1) Regular preparation of monthly arrear lists and enforcement of the rule regarding submission ~~xxxx~~ of similar lists from subordinate offices and their scrutiny.

(2) Sorting and destruction of old records both of the Secretariat and Agency, reforming of old files and regularly indexing them ~~of the Secretariat~~

(3) Framing record rules for the Secretariat.

(4) Revision of the Secretariat manual

and preparation of one for the Agency.

Secretariat

Mr. 1.	B. Lakshman Rao	Head clerk	100.0.0
2.	E. Vinayaka mudaliar	clerk	60.0.0
3.	M. Rangasamiyengar	"	35.0.0
4.	S. Panchapikesayya	Record clerk	45.0.0
5.	A.L. Manavala mudaliar	Typist	50.0.0
6.	Arumuga mudaliar	clerk	25.0.0
7.	B. Bhashyam	"	30.0.0

— Agency —

1 Mr.	T. P. Vasudeviah	Hd. clerk	100.0.0.
2.	Y. Venkanna	clerk	50.0.0
3.	K. R. Subba Rao	"	60.0.0
4.	K. Sriramulu naidu	"	40.0.0
5.	K. R. Govindarajan	"	30.0.0
6.	N. Rama Rao	"	40.0.0
7.	G. Mukundam Naidu	"	40.0.0
8.	A. Parthasarathi mudaliar	"	40.0.0
9.	B. Ramaniyer	R. clerk	30.0.0
10.	C. S. Subbiah	"	35.0.0
11.	A. Subramanyam	Typist	30.0.0
12.	K. Mylariah	clerk	30.0.0
13.	Aseervadham Pillai	"	30.0.0
14.	Chandrasekaran	"	30.0.0
15.	K. Ranganathan	"	40.0.0
16.	Mirza Riaz mond Ali	"	20.0.0
17.	K. Subramanyam	Typist	25.0.0

Services terminated from the afternoon of 26.9.19.

— Drawing branch —

Mr. 18	R. Narayandiah	Hd. draftsman	65.0.0
19	K. S. Krishnappa	Draftsman	45.0.0
20	J. A. Susinathan	Tracer	25.0.0.

STATEMENT SHOWING THE DISTRIBUTION OF WORK IN THE COMBINED OFFICE OF THE SECRETARIAT & AGENCY.

25

Branch.	Officer in charge.	Names of Officials & their work.
I. A&E	Mr.P.S.Naidu, Registrar, Ry.Sectt. & Secy.to Agent.	ACCOUNTS. Messrs ~~J.P.Vasudevaiah~~ & Subba Rao. Proposition statements, Authorization Rolls Budgets & other Miscellaneous correspondenc relating to Accounts matters. ESTABLISHMENT. Mr.Venkanniah, Est.Head Clerk. Supervision of the work of the Branch & working up - important cases. Govindarajan: Preparation of Salary and Travelling Allowance Bills & correspondence connected therewith. Rama Rao: Classified list & returns relating to Establishment Branch & correspondence relating thereto.
II.	Mr.B.R.Garudachar, Asst. Agent Engineering.	ENGINEERING. Messrs E.Vinayagam and Ranganathan. All correspondence connected with Engg: work estimates. The former to supervise the work of the latter & working up important cases to go to Govt. for sanction. DRAWING. Mr.Nanjundiah. Head Draftsman. Krishnappa. Draftsman. Preparation & checking of plans & Estimates. Soosinathan, Tracer. All ferro & tracing work.
III Records	Mr. P.S.Naidu, Registrar, Ry. Sectt. & Secy. to Agent.	SECRETARIAT RECORDS. Punchapakesa Iyer. Recording and supervision of Diarist work. Arumuga Moodr. Maintenance of Inward and Outward, Suspend & U.O.Registers and - Despatching as also preparing Arrear List. AGENCY RECORDS. Bhasyam Iyengar, Supervision of the work of the Branch & putting up references. Ramasami Iyer. Reference giving clerk. Asirvatham Pillay & Subbiah. Filing of papers. Mylariah = Despatching. Sarma : Maintenance of Inward & Outward and Reminder Registers. TYPING SECTION. A.L.Manavalan - Typist (With Agent.) B.V.Chandrasekara Iyer, Typist. A.Subramany Iyer. do. K.Subramany Iyer, do. COMPARING & COPYING SECTION. Sriramulu Naidu and Niaz Ali Khan.

26

Branch.	Officer in charge.	Names of officials & their work.
		Mr.Lakshman Rao. All work connected with the Railway Committee and the Railway Officers' Meeting & dealing with any other papers specially referred to him.
		MULTIGRAPH & STATIONERY.
		Mr. A.B.Coomarasawmy Moodr.
IV. (Traffic)	Mr. H.Rangachar, Asst. Agent, Traffic.	Parthasarathy TRAFFIC. Supervision of the work of the Branch and dealing with all miscellaneous matters relating to the Branch.
		Mukuntham Naidu. All correspondence in connection with the Indian Ry.Conference Association.
		Rangasawmy Iyengar. Issuing of passes and dealing with all correspondence connected therewith as also maintenance of register of passes.

-:-:-:-:-:-:-

Proposed to be

List of papers destroyed in the Railway Secretariat during 1919. These are 27 kept with the Head Clerk on the floor in an iron safe.

1. Office copy of note to Dewan and intimation slips received from the Financial Branch received till end of December 1918.

2. Papers relating to the grant of Casual leave to officers & Staff to end of December 1918

3. Office memos sanctioning the closing offices on public authorized Gazetted holidays.

4. Office copies of Daily report of letters received in the Secretariat.

5. Office Copies of proofs sent by the Press.

6. Approximate and audited returns to end of 31st March 1918.

7. Reminders and ad-interim replies to end of December '18 found with rough drafts destroyed noting down the numbers in their respective from & to registers.

28

(R.S.1)

No. RS. 37
Incl. 1

RAILWAY SECRETARIAT,
CENTRAL OFFICE,

Mysore, 3rd July 1920.

From

D. G. Dani, Esq., B.Sc., F.C.H.,

SECRETARY TO THE GOVERNMENT OF MYSORE FOR RAILWAYS,

MYSORE.

To

GEN. & REV. SECRETARIAT
VIII
E. AUDIT.
8 JUL 1920
No. 31

The Efficiency Audit Officer,

Bangalore.

Sir,

With reference to your letter No.1473/E.A.G. dated 11th February 1920, forwarding a copy of the Audit note on the examination of the registers and records of your office I have the honour to forward herewith a summary of suggestions with my remarks thereon including those marked as requiring immediate attention.

As regards my powers as Agent and Secretary, referred to by you, my proposals in the matter are under the consideration of Government.

In respect of your suggestion that subordinate officers, whose offices are situate in the same building as mine may be required to send up their office files themselves to me for orders with an office note instead of their making a formal communication, I am to say that it does not commend itself to me as by adopting such a course there would be the danger of other office files mixing up with those of mine and getting stuck up. Moreover there would be no record in this office of the action taken by me on the proposals made by the subordinate offices. And whenever a case has to be worked up in my office, the file relating to it has to be got from the subordinate office concerned which may

may result in more-delay.

As regards selecting cases for treatment in the Secretariat, only such cases which are beyond my powers as Agent to dispose of are now being dealt with there, along with the papers which are addressed to me as Secretary.

I have the honour to be,

Sir,

Your most obedient servant,

Secretary for Railways,
Government of Mysore.

A.S.

NRo
3/12/40

Suggestions of the Efficiency Audit Department on the Examination of the Registers and Records of the combined office of the Agent and Secretary for Railways.

Suggestions of the Efficiency Audit Department.	Remarks by the Secretary.
1. Entries in character rolls have not been made by the Head of the Office.	Will be made whenever necessary.
2. Typists to keep their diaries in note books.	This will be done.
3. Head clerk, Railway Secretariat has to keep a diary of work done.	This has been noted.
4. Weekly certificates of balance to be attached to diary of work done.	This will be done.
5. List of work to be appended to Diary.	-do-
6. Entries not posted up to date in important Register.	This has been done.
7. Receipts on being registered to be sent to branches to save delay and requisition to be sent by clerks. For the requisite files instead of receipts going to records for being put up with references and sent to the several branches.	The present system of records will not admit of this procedure being given effect to.
8. Stages in Secretariat Diary not marked.	This will be rectified.
9. Cross references in "From Register" not regularly made.	This is invariably done.
10. The No book may be done away with the issues going to the "To" Register.	This is being examined.
11. D.O.Register and U.O.Register not necessary.	This appears necessary.
12. Sus Register not kept up to date.	It is now kept up to date
13. Arrear list to be maintained for the Agency Branch and getting such lists from Subordinate officesrs and scrutinising them.	Action is being taken in the matter.
14. Half yearly statement of business statistics which has been discontinued has to be revived.	This is being examined.
15. Calendar of reports require revision.	This will be done.
16. Sensés of Old Secretariat Files not done.	This is being attended to

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17. Records issue Register to be maintained to facilitate calling back of records after a reasonable time.	This is being maintained
18. Sorting and Destruction of old Secretariat records has not received attention. Mr.Lakshmana Rao was deputed for the work. Head clerk and the Record Keeper must be solely put on the work.	Arrangements have been made to push on with this work.
19. Framing of Record Rules for the Secretariat.	Will be done.
20. Indexing of Agency Records not up to date.	This work is on hand and progressing.
21. Revision of the Secretariat manual Head clerk, Secretariat, to be made responsible for finishing this.	This will be done soon.
22. Office Manual to be compiled for the Agency.	This will be taken up and finished soon.
23. Stock list of Register has not been opened and written up.	This is receiving attention.
24. The list of plans may be provided with an index.	-do-
25. Maintenance of Inspection Minutes book.	This is being maintained.

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5/7/20

Secretary for Railways,
Government of Mysore.

A.S.

5/7/20